**Letter of Claim for Breach of Contract Sample**

**Name: Mr. / Ms**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Dear Mr. / Ms**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It has come to our attention that you have not completed the interior design job that you were hired for on December 5th 2010 to the agrred upon specification. You failed to install the shelving system correctly, and you didn’t even start installing the carpet.

We are deeply disappointed that you could not hold up your end of the contract we signed.

Please respond as soon as possible with action you are going to take to remedy this situation.

**Sincerely,**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Contact info**\_\_\_\_\_\_\_\_\_